DEPARTMENT OF EDUCATION

P.O. Box 83720
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MR. TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

Division of Student Transportation

Inventory/Odometer Report Instructions

The annual transportation report is designed to reflect the district's routing methods and reporting requirements in compliance to administrative rule (IDAPA 08.02.02.190, Idaho Code 33-1506).

- Log on to http://www.sde.idaho.gov/Transportation/SISTR/default.asp
- In the log in box, select the district/charter number from the Username drop down list and enter in previously assigned transportation password.
- Fill in/update the contact information and click "Save." This is considered our mailing address book. Please verify this information is accurate.
- Click on the Inventory/Odometer Report. This will link to an inventory list of school buses for the district.
- Click on "Edit" to update the information for each school bus. When completed click "Save." Continue until all information has been entered for each bus.
- When complete click "Final Submit". This will send the report to SDE. Warning: Once "Final Submit" is clicked you are no longer able to edit information for this report. If "final Submit" is clicked by accident, contact the webmaster using the link at the bottom of the page.

Definitions for Each Field

Year: The year will update to the current year once the information on the bus has been saved.

Prior Year: Shows the odometer reading reported on last year's odometer report. If a bus is new to the district, this field will be zero.

Replaced/New Odometer: Selected "Yes" for a replaced odometer, a purchase of a new odometer, or a purchase of a new/used school bus.
    Ending Broken Odometer: Enter the mileage of the broken odometer when it was replaced. If the bus is new to the district, skip this field.
    Beginning Odometer: Enter the mileage on the odometer prior to service.

Current June 30 Odometer: Enter the June 30, ending odometer reading.

Miles Traveled: Contains a formula that will calculate miles traveled between July 1 and June 30 of the current fiscal year. If this formula is inaccurate, make a notation in the comments section of this bus.

Annual Inspection Date: Enter the date of the annual inspection completed between July 1, 2007 and June 30, 2008.

Out of Service: Check this box, if and only if you are taking this bus off your inventory list.

Comments: Enter any relevant information that you would like to communicate to SDE.